

NJ STATE FORESTRY SERVICE
FISCAL ASSISTANT

LOCATION: 501 East State Street, 4th Floor, Trenton

CLOSING DATE: March 4, 2016

SKILLS: Typing, computer data entry, ability to work with numbers, excellent Access and Excel skills, detail oriented, ability to acquire comprehensive knowledge of various Procurement/Fiscal Treasury Circulars, ability to learn quickly and work independently with little supervision.

HOURS: Flexible schedule 2 Days Per Week– 900 hours per fiscal year

HOURLY RATE: \$13.50-\$15.00

DUTIES: Assist with many routine fiscal responsibilities such as:

- Process and track payment vouchers, purchase orders, waivers, deposits, cash receipts and other procurement/fiscal documents
- Maintain grant balances
- Prepare and submit federal grants/Applications and Extensions
- File
- Process billing (No Net Loss)
- Maintain federal grants process reporting database
- Maintain various spreadsheets and databases
- Revenue tracking
- Suggest and implement spreadsheet/database/filing improvements
- Thorough knowledge of Federal and State Circulars, ability to follow and provide guidance to State Forestry Services staff
- Other duties as assigned

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Maria Valentin
Department of Environmental Protection
Division of Parks & Forestry
PO Box 420; Mail Code 501-04
Trenton, NJ 08625-0420
E-mail Address: Maria.Valentin@dep.nj.gov
Fax Number (609) 984-0378

POSTING AUTHORIZED BY: Deni Gaskill, Manager
Division of Human Resources